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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Research Administration
Bureau of Agricultural and Industrial Chemistry
Washington 25, D. C.

June 13, 1945

BUREAU MEMORANDUM NO. 386

Private Publication of Manuscripts

MEMORANDUM TO ALL EMPLOYEES OF THE BUREAU OF A. AND I. C.

I have just given approval for the private publication of a manuscript by an author in one of the Bureau's Laboratories. It is stated in the memorandum requesting approval that the manuscript represents personal effort on the part of the author, aside from official duties, and that it was not officially reviewed or edited.

There are a number of points in connection with this type of publication which I desire to call to the attention of all employees of the Bureau. The Bureau is willing for its personnel to do private writing on subjects in which they are interested if they have the time and energy after they have finished their official duties. This work, however, must be done in accordance with Department regulations--that is, it must be done outside office hours, must not involve the use of Government material or official time of other personnel, must not report on unpublished results of the Bureau, or overlap a field that is officially covered by someone else in the Bureau. If authors are to be remunerated, this should be stated in the request for approval.

In order that this matter may be properly handled, I ask that members of the Bureau staff desiring to write articles, chapters for books, etc., for private publication, first, get Bureau approval through regular channels to do such work (this should be done before a commitment is made); second, submit the finished material (original and one carbon copy) direct to the Chief of Bureau for Bureau approval.

This practice is being followed today in most cases and this memorandum is to indicate the procedure to be followed in all instances. Bureau Memorandum No. 385, dated June 13, 1945, outlines the procedure to be followed in requesting approval for official publication..

W. C. Cullen

Chief of Bureau



